

New Businesses Must Obtain A Business License Prior To Beginning Operation.		<div style="display: inline-block; text-align: center;"> CITY OF GREENVILLE BUSINESS LICENSE APPLICATION Business License P.O. Box 2207 Greenville, SC 29602 </div>		LICENSE NUMBER	
Business Licenses Expire December 31st Each Year. RENEWAL BUSINESS LICENSES Must Be Paid In Full <u>On Or Before The Last Day Of February</u> To Avoid Penalties.				For the year:	
1a. City Business Category:		1b. Specify business activity or provide NAICS Code:		2a. Ownership: (Check one) Corp. <input type="checkbox"/> Indiv. <input type="checkbox"/> Partn. <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> 2b. Number of employees:	
3. Street address, phone, fax number and e-mail address:		4. Minority Status Of Owner: (For Information Purposes Only)		5. Original Business Starting Date In The city:	
6. Business name, billing address, phone, fax number and e-mail address:		Black <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Aleut <input type="checkbox"/> Native American <input type="checkbox"/> Eskimo <input type="checkbox"/> East Indian <input type="checkbox"/> Caucasian Female <input type="checkbox"/>		7. This application is for: (Check all applicable blocks) New <input type="checkbox"/> Renewal <input type="checkbox"/> Ownership change <input type="checkbox"/> Location change <input type="checkbox"/> Out of Business (closing date: _____) <input type="checkbox"/>	
				8. Required Field: FEIN or S.S. Number	
9. Commercial property owner, please include locations and tax map numbers:		10. Credit Card Authorization: (OPTIONAL) Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Card #: _____ 3 Digit "V" Code: _____ Exp. Date: _____			
11. Computation of Fees:		Business Gross Receipts		License Fee	
I. New Business – Have you ever owned a business in the City of Greenville before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and location: _____ 1. Estimated total gross sales/revenue/contracts for the balance of the year ending Dec. 31, 20___. I. 1. _____ 2. Calculate and enter fee based on Line I. 1. I. _____					
II. First Time Renewals (For businesses renewing for the first year) 1. Total actual gross receipts/revenues/contracts for preceding year. II. 1. _____ 2. Allowable ordinance deductions. II. 2. _____ 3. Total gross receipts from previous year (II. 1. minus II. 2). II. 3. _____ 4. Estimated gross receipts from previous year. II. 4. _____ 5. First year adjustment (indicate + or -) II. 5. _____ 6. Adjust gross receipts (add lines II. 3 and II. 5) II. 6. _____ 7. Calculate and enter fee based on II. 6. All businesses must pay the base fee amount. II. _____					
III. Existing Business: 1. Total actual gross receipts/revenue/contracts for preceding calendar year ending Dec. 31, 20___. III. 1. _____ 2. Allowable ordinance deductions. III. 2. _____ 3. Total gross receipts (III.1. minus III.2.). III. 3. _____ 4. Calculate business license fee based on gross receipts in III.3. III. _____					
IV. Penalties due, if filing late.		_____ %		IV. _____	
V. Total Fees				V. _____	
12. A. Does this business lease any space to another business operation? Yes <input type="checkbox"/> No <input type="checkbox"/> B. Does this business have any independent agents working with the company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list name and address of each and attach to this form.					
13. Does this business have an Alcohol Beverage Control (ABC) license? Yes <input type="checkbox"/> If yes, provide: License Number _____ Expiration Date _____ Hours of Operation _____ And check one: Off-premise <input type="checkbox"/> or On-premise <input type="checkbox"/> Consumption No <input type="checkbox"/> If no, does this business plan to apply for an ABC license during the coming year? Yes <input type="checkbox"/> No <input type="checkbox"/>					
14. Does this business have any coin-operated amusement machines? Yes <input type="checkbox"/> If yes, do you own or lease? _____ If lease, from whom _____ No <input type="checkbox"/> Number of machines: _____ Number of stickers: _____ Type of machines _____					
15. List names of owners, partners. Or officers of the business and their titles. (Please print): _____					
16. Name of preparer: _____ Daytime phone Number _____					
This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS RECEIPTS from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to other remedies.					
Business, firm or corporation name		Signature of applicant and title		Date	

INSTRUCTIONS FOR FILING A NEW, FIRST TIME RENEWAL AND EXISTING BUSINESS LICENSE APPLICATION

PERSON REQUIRED TO FILE AN APPLICATION:

- \$ Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
- \$ All applications must be filed on the accompanying standard form.
- \$ For further information and additional applications, please call the City Business License Office at (864) 467-4505

RENEWAL INFORMATION:

- \$ Please verify and correct, as necessary, all pre-printed information shown. Fill in any blanks and correct any errors.
- \$ Complete all other items, in full, to avoid delays in processing.
- \$ **If you are no longer in business, please indicate in writing and return this application.**

DUE DATES AND PENALTIES:

- \$ **NEW** business applications, with payment in full, must be filed at the City of Greenville Business License Office **prior to opening or beginning operation** in the City. A penalty is charged for applications filed after the starting date. The penalty is dependent on when the application is filed.
- \$ **RENEWAL** business applications, with payment in full, must be filed with the City of Greenville Business License Office and post marked, by the Post Office, **on or before the last day of February of each year**. A penalty is charged for delinquent applications after the last day of February. The penalty is dependent on when the application is filed.

COMPLETION OF THE APPLICATION:

- \$ Please **complete in full**. Do not leave any items blank.
- \$ **Print clearly or type all information.**
- \$ **This application will not be processed unless all requested information is provided.**

IMPORTANT NOTES TO REMEMBER:

A business located within the City limits must report all gross receipts, whether derived from within or outside the City limits. Be certain that the reported gross receipts corresponds with the records of the business and with the return filed for the corresponding year with the South Carolina Department of Revenue and the Collector of Internal Revenue of the United States.

Allowable Ordinance Deductions: Deductions from your gross receipts are allowed if you are a resident business that a business license fee to another municipality. The deduction is limited to the gross receipts that were reported on that license. **Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed.** A business may deduct sales, use, or excise taxes if these amounts are included in the total gross receipts amount.

A business located outside the City must report all gross receipts earned within the City limits only.

I. New Business complete this section:

1. A New resident business must provide an estimate of total gross sales/receipts/contracts from the time of opening to December 31. A New non-resident business must provide an estimate of gross sales/receipts/contracts expected to be earned inside the City from the time of beginning operation in the City to December 31.
2. Calculate the business license fee based on the estimated provided on line I.1. (Refer to the Rate Sheet.)

II. Businesses renewing for the first time, complete this section.

1. Report the actual gross receipts from beginning operation until December 31 of the previous year.
2. See above section on Allowable Ordinance Deductions.
3. Total gross receipts from previous year (II.1. minus II.2.)
4. This is the estimate that was provided to the City as your expected gross receipts for the first year of operation.
5. This is the difference in the actual and estimated gross receipts from the first year of operation. The difference is an adjustment to the first year's receipt figure. Subtract line II.4. from line II.3. and indicate whether + or -.
6. This is the total of the adjusted gross receipt amount.
7. Calculate the Business License fee based on the amount in line II.6. (Refer to Rate Sheet.) All businesses must pay at least the base fee amount.

III. Existing Business, after 2nd year of operation, complete this section.

1. All gross receipts earned during the prior calendar year or previous fiscal year should be given here. Resident businesses give the total gross. Non-resident businesses give total gross earned in the City.
2. See the section on Allowable Ordinance Deductions.
3. This is the total reported gross receipts amount (line III.1. minus line III.2.).
4. Calculate the Business License fee based on the amount in line III.3. All businesses must pay at least the base fee amount. (Refer to Rate Sheet.)

IV. Penalties are due if the fees for a new business license are not paid prior to opening or beginning operation/business in the City. No proration of the license fee will be given to new resident businesses who fail to file prior to opening. Penalties are due on renewal business license's if they are not paid in full and postmarked by the Post Office, on or before the last day of February.

New Business Penalties

10% if not filed prior to beginning operation in the City.
10% additional for each month thereafter, until paid.

Maximum annual penalty is 50%.

All penalties are a percentage of, and are added to, the license fee.

Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.

V. Enter total fee plus penalties due, if applicable.

1 All appropriate state licensing required prior to obtaining a City business license.

Renewal Penalties

05% if filed or postmarked March 1st.
10% if filed or postmarked April 1st.
10% additional for each month thereafter, until paid
Maximum annual penalty is 50%.

A SIGNATURE MUST BE PLACED ON THE BOTTOM OF THE BUSINESS LICENSE APPLICATION, ALONG WITH THE SIGNEE'S TITLE OR CAPACITY WITH THE BUSINESS.